

MERISA MATTIX

CONTACT

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in [merisa-mattix](https://www.linkedin.com/company/merisa-mattix)

SKILLS

Administration

- Event Coordination
- Meeting facilitation
- Organizational management
- Customer Service

Fundraising

- Grant writing
- Research
- Crowdfunding

Software

- Google Suite
- Microsoft Suite

Verbal and Written Communication

- Public speaking
- Presentation of research
- Public scholarship publications
- Cross-cultural communication

Design

- Canva
- Marq (formerly Lucid Press)

Advocacy

- Social media campaigns
- Event speaking

Languages

- English- native speaker
- Swahili- beginning proficiency
- Spanish- beginning proficiency
- Arabic- beginning proficiency

AWARDS

Mason Kindness Ambassador

- GMU Center for the Advancement of Wellbeing, 2022

John Burton Scholarship

- GMU Carter School, 2022

Harold and Carol Saunders Scholarship

- GMU Carter School, 2021

Global Internship and Experiential Scholarship

- GMU Global Education Office, 2021

IMPACT Scholarship

- GMU Carter School, 2021

Dean's List

- George Mason University, 2019-22

EDUCATION

M.S., Conflict Analysis & Resolution

expected May, 2024

George Mason University

Jimmy and Rosalynn Carter School for Peace and Conflict Resolution

- Concentration: Dynamics of Violence

B.A., Conflict Analysis & Resolution

expected May, 2023

George Mason University

Jimmy and Rosalynn Carter School for Peace and Conflict Resolution

- Concentrations: Justice and Reconciliation, Building Peace in Divided Societies

EXPERIENCE

Development and Administrative Officer

Aug. 2022 – present

[*Mary Hoch Center for Reconciliation*](#), George Mason University, Arlington, VA, USA

- Authoring and designing reporting documents, including annual reports
- Researching, grant writing, and coordinating appropriate funding opportunities
- Managing internal and external team communication
- Onboarding and supervising new team members

Undergraduate Research Scholar

May 2022 – Aug. 2022

[*Office of Student Scholarship, Creative Activities, and Research*](#), GMU, Fairfax, VA, USA

- Designing an individual research project on political polarization in the American Christian Church
- Conducting 9 semi-structured interviews with community members
- Writing an autoethnographic study
- Presenting research results at 3 academic and professional conferences

Publications Intern

Jan. 2022 – May 2022

[*Jena Center for Reconciliation*](#), Friedrich-Schiller University, Jena, Germany

- Proofreading publications of the center written in English, including 3 books
- Assisting hosting a total of 55 guests for workshops
- Supporting grant applications to the European Union's Erasmus+ Program

Development and Administrative Coordinator

Aug. 2021– Aug. 2022

[*Mary Hoch Center for Reconciliation*](#), George Mason University, Arlington, VA, USA

- Writing and supporting grant applications for a total of \$871k
- Coordinating and facilitating meetings between grant partners
- Supervising an Administrative Assistant with completing and prioritizing tasks

Administrative Coordinator

Aug. 2021 – Dec. 2021

[*Mary Hoch Center for Reconciliation*](#), George Mason University, Arlington, VA, USA

- Supporting programmatic development and reporting
- Co-authoring the annual report: "[Healing the Past, Transforming the Future](#)"
- Coordinating communication with key partners and stakeholders
- Managing and facilitating 2 [in-person](#) and 4 [virtual events](#)

Carter School Ambassador, Peer Advising Lead

Feb. 2020 – present

[*Carter School for Peace and Conflict Resolution*](#), GMU, Arlington, VA, USA

- Recruiting for the undergraduate program at GMU events
- Facilitating undergraduate student connection during the pandemic
- Coordinating undergraduate in-person and virtual peer advising

Dressember Advocate

Dec. 2015 – present

[*Dressember Foundation*](#), Los Angeles, CA, USA (virtual)

- Fundraising over \$3,000 for a collection of international nonprofits
- Raising awareness about modern human trafficking
- Managing and advertising social media campaigns

Summer Team IMPACT Fellow

May – Aug. 2021

[*Office of Student Scholarship, Creative Activities, and Research*](#), GMU, Fairfax, VA, USA

- Conducting community-based research on public health
- Creating an asset map of over 250 organizations and components
- Presenting research on the "[Historical Framework of Bailey's Crossroads](#)"